



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

WWW.HAVREDEGRACEMD.COM

410- 939-1800

410- 575-7043

Standard Operating Procedure: **NEW METER INSPECTION/ INSTALL**

Meter Inspection Checklist

DPW Meter Installers will check the following:

- Address on building
- Sewer Clean-out to be straight and secure.
- Curb Stop must be straight with bolted cap and operational.
- Curb Stop Key must be able to easily operate Curb Stop.
- Meter crock must be at grade level, have lock down lid with 1⁷/₈" transponder hole, and be operational.
- Minimum 6' grade around water meter and sewer clean-out.
- Meter must be between 18" and 22" below crock lid.
- Main Shut-Off Valve in place inside building.

Note: No meter crocks, curb stops or cleanouts are permitted in sidewalks, curbs or driveways.

To Schedule Meter Inspection and Install:

- Contractor/Developer will contact DPW Administration to schedule meter inspection. Call 410-939-1800 x1130.
- Please provide: Address for Meter Install and a Contact Name, Phone Number(s) and E-mail Address.
- Meter Inspection will occur within 7 business days of request.

On-site Meter Inspection/Install Process:

- **A representative of Contractor/Developer must be present** during inspection and install when DPW turns on water.
- When inspection passes, the water meter will be installed immediately.
- If representative is not present, install will be re-scheduled and will incur a \$50.00 service charge.
- If inspection fails, Contractor/Developer will be required to wait 7 days to request re-inspection and will incur a \$50.00 service charge.

Timothy F. Whittie

01.01.15

Director of Public Works

Date